**Child Leaving Letter**

INSERT LOGO and address

Dear Families,

There are many reasons why your child may no longer be able to attend our service. We’re always sorry to see our children and families leave, even though we understand that many may be starting the next exciting chapter of their lives at ‘big school!’

If you are planning for any reason to end your enrolment at <insert service name > we require <insert time period eg two week’s notice> as outlined in our Fees Policy. Unfortunately we will be unable to refund your bond if we do not receive this notice. You may advise us below if you’re planning to leave.

We thank you for your understanding.

Kind regards,

<insert name of Nominated Supervisor>

Nominated Supervisor

<insert date>

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I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_would like to advise that my child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

will not require care at <insert service name > after \_\_\_/\_\_\_/\_\_\_. This will be their last day.

**Reason:**

Moving town Not happy with care provided

Care at another Centre No longer requiring care

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please credit any bond owing towards the bond for <insert child’s name> at centre

or

Please credit any bond owing into the following account:

|  |  |
| --- | --- |
| Account name: |  |
| BSB Number: |  |
| Account Number: |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Name (please print) Date: